

UNIVERSITY OF THE
PACIFIC
McGeorge School of Law

3200 Fifth Avenue • Sacramento, CA 95817 • (916) 739-7011 • (916) 739-7260 (fax) • lawcareers@pacific.edu

PUBLIC LEGAL SERVICES SOCIETY (PLSS)

SUMMER GRANT APPLICATION PACKET

PLSS Mission Statement

The mission of the Pacific McGeorge Public Legal Services Society (PLSS) is to: (1) advocate for social justice by providing financial support to students and recent graduates pursuing careers that serve the public interest; (2) facilitate the placement of members in public law and policy careers; (3) promote McGeorge's reputation in the legal community through philanthropy, alumni outreach, and educational forums; and (4) increase the availability of free legal services to indigent community members in the Greater Sacramento area. PLSS seeks to further its mission by providing students with modest grants that help defray living expenses while students volunteer as summer interns at public interest organizations.

I. THE APPLICATION PROCESS

A. Deadlines

The following deadlines apply for the PLSS Summer Grant Program:

- ❖ Applications are due to the Career Development Office in person or via email to lawcareers@pacific.edu by **Wednesday, March 27th, 2013 at 5:00 p.m.**
- ❖ Grant offers will be extended by **April 5, 2013.**
- ❖ The Grant Acceptance Statement is due to the Career Development Office by **April 12, 2013.**
- ❖ A short description of the applicant's volunteer hours should be emailed to the Volunteer Coordinator at l_foust@u.pacific.edu by **April 26, 2013.**

B. Grant Awards

Grant awards will be distributed as a single lump sum at the beginning of the summer. If for any reason a Grant recipient terminates his/her employment or is terminated before the six to thirteen week summer period is complete, the employing organization and the student must inform the Career Development Office.

II. THE SELECTION PROCESS

A. Composition of the Summer Grant Selection Committee

The Summer Grant Selection Committee will be composed of the following: 1) two PLSS Executive Board members; 2) a faculty representative; 3) a Career Development officer; and 4) an Office of Advancement representative.

B. Selection Criteria

The following criteria will be used by the Selection Committee in evaluating Summer Grant applications:

- ❖ The applicant's interest and commitment to public interest/public sector law;
- ❖ The applicant's desire to work for his/her chosen summer employer;
- ❖ The applicant's past experience and history in public service and/or community service;
- ❖ Participation in PLSS events (including the Live & Silent Auction) and PLSS sponsored community service projects;
- ❖ Commitment to PLSS as an organization; and
- ❖ Quality of the application materials.

The Committee does not consider grades or financial aid status in its decision, nor does it discriminate on the basis of political affiliation, age, gender, disability, socioeconomic status, race, ethnicity, religion, national origin, veteran status or sexual orientation.

III. ELIGIBILITY CRITERIA

A. Student Eligibility

To be eligible for a Summer Grant, an applicant must:

- ❖ Be eligible to advance to the next year of study at McGeorge Law School;
- ❖ Have received and accepted a job offer (by the application deadline) that satisfies the criteria set forth in EMPLOYER ELIGIBILITY;
- ❖ Work for an eligible employer at least twenty hours per week for a period of six to thirteen weeks;
- ❖ Submit a completed application on or before **March 27, 2013** to the Career Development Office;
- ❖ Not receive academic credit or payment for the internship (except through the Equal Justice Works Summer Corps Program);
- ❖ Pledge to complete at least **seven** hours of volunteer time toward the PLSS Auction (Grants awards are contingent upon completion of this requirement);
- ❖ Have had their resume reviewed by a CDO officer prior to the application due date;
- ❖ Sign and submit the Volunteer Hour Agreement and the Statement of Understanding;
- ❖ Be a dues-paying member in 2012-2013 (\$5); and
- ❖ **Not apply to transfer to another law school. If the applicant subsequently transfers to another law school after receiving the**

Summer Grant, they must refund to PLSS the grant money received.

B. Employer Eligibility

The applicant's summer placement must be with an organization/agency that meets one or more of the following descriptions:

- ❖ A non-profit organization;
- ❖ An organization that provides free or low cost legal aid;
- ❖ A judicial clerkship; or
- ❖ A local, state, federal or international government agency.

The attached **Employer Profile form** must be completed by the employer and submitted by the student. This form must be submitted by the application due date, March 27, 2013.

IV. IMPORTANT GRANT TERMS AND CONDITIONS

- A. *Receipt of the Summer Grant is not a guarantee.*** Awards are dependent upon the funds available, the number of applicants, and the quality of applications in a particular year. Not all applicants will receive the Summer Grant.
- B.** All forms must be completed and submitted by ***March 27, 2013 at 5:00 p.m.*** Forms may be submitted 1) in-person to the Career Development Office; or 2) via email to lawcareers@pacific.edu. Incomplete applications will not be accepted.
- C.** Grant awards are contingent upon completion of the terms of this application. **An applicant's failure to fulfill the volunteer hour requirement will result in forfeiture of his/her award.** (See Section V, subdivision D, regarding the Volunteer Hour Requirement.)

V. APPLICATION PACKET MATERIALS REQUIRED

To apply for the PLSS Summer Grant, applicants must provide the Career Development Office with the following materials:

A. *Summer Grant Application*

B. *Employer Profile*

Applicants must have his/her prospective employer supervisor complete the Employer Profile. The student must submit this form with the application or arrange to have it faxed to the Career Development Office (916.739.7260), addressed: ATTN: PLSS Summer Grant Committee.

C. *Personal Statement*

Applicants shall attach a personal statement no longer than two typed, double-spaced pages. The applicant's personal statement should address one or more of the following subjects:

- a. Describe your commitment to public interest, including any current or past: (1) public interest/public sector legal work; (2) involvement with, or employment at, a public interest organization; (3) participation in community service projects.
- b. Discuss your short and long-term goals in public interest/public sector law. Tell us how your summer experience will help to further those goals and how it will enhance your legal experience.
- c. Explain your commitment to public interest/public sector law. Include any personal anecdotes that might help the committee better understand your dedication to public interest/public sector law.

D. Volunteer Hour Requirement

Applicants must complete at least 7 volunteer hours toward the PLSS Live & Silent Auction. By or before **April 26, 2013**, applicants should submit a short description of their completed volunteer hours to the Volunteer Coordinator, Lauren Foust, at l_foust@u.pacific.edu. **Awards are contingent upon completion of the volunteer hour requirement; applicants who fail to fulfill the 7 hour requirement will not receive their award.**

E. Resume Review

All applicants must have their legal resume reviewed by a Career Development Office (CDO) officer **prior to the application due date**. Please see the below terms to ensure that you have met this requirement:

- (1) *Applicants who had their resume reviewed in person during the 2012-2013 school year:* no additional resume review is necessary.
- (2) *Applicants who last had their resume reviewed by the CDO prior to the 2012-2013 school year:* (a) meet with a CDO officer to complete resume review; or (b) submit your resume for review via email to lawcareers@u.pacific.edu.
- (3) *Applicants who have never completed resume review with the CDO:* meet with a CDO officer to complete a resume review.

The CDO will provide the grant decision committee with a list of the students who have had their resume reviewed during the 2012-2013 school year. **Applicants who fail to complete this requirement will not be eligible to receive the grant.**

F. Resume

Applicants must attach one copy of their resume (reviewed in accordance with section E).

G. Job Description

Applicants must attach a 1-2 paragraph description of: (1) the internship that the applicant has accepted; and (2) the work that the applicant plans to accomplish during his/her internship.

H. Volunteer Hour Agreement and Statement of Understanding

Grant applicants must read and sign the attached Volunteer Hour Agreement and Statement of Understanding.

COMPLETED APPLICATIONS MUST BE SUBMITTED TO THE CAREER DEVELOPMENT OFFICE NO LATER THAN 5:00 P.M. ON WEDNESDAY, MARCH 27th.

**Please submit questions to Amanda Dickey, PLSS Executive Director, at:
mcgeorgeplss@gmail.com**

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**Public Legal Services Society
Summer Grant Application**

Applicants: Please provide the following information and attach this sheet to the front of your application packet.

Date (mm/dd/yyyy): _____ Student ID #: _____

Last Name: _____ First Name: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Permanent Address: _____

City: _____ State: _____ Zip: _____

Local Phone Number: (___) _____ Cell Phone Number (___) _____

Email Address: _____

Employing Organization / Project Name: _____

Will you be paid for this position (if yes, then you are ineligible for the Grant): Yes No

FOR OFFICE USE ONLY:

On Campus

Position _____ Suffix _____

Index Fed Share _____ Acct 6063
 CFAA _____ Acct 6062

Contract/Agency #: _____

- | | |
|--|---|
| <input type="checkbox"/> PLSS Application | <input type="checkbox"/> LSXHT |
| <input type="checkbox"/> Employer Profile | <input type="checkbox"/> LCONFI |
| <input type="checkbox"/> Personal Statement | <input type="checkbox"/> R & R |
| <input type="checkbox"/> Volunteer Time | <input type="checkbox"/> Cert of Safety |
| <input type="checkbox"/> Resume | <input type="checkbox"/> W-4 on file |
| <input type="checkbox"/> Job Description | <input type="checkbox"/> LI9 |
| <input type="checkbox"/> Letter of Recommendation | |
| <input type="checkbox"/> Intent to Re-Enroll (Summer Only) | |
| <input type="checkbox"/> Grant Acceptance & Statement of Understanding | |

Start Date: _____ End Date: _____ Rate of Pay: _____ No. of Hours _____

Entitlement verified (ACA) _____ Entitlement verified (SUM) _____

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**Public Legal Services Society
Summer Grant Application**

Employer Profile

Student Employee Name: _____ Student ID: _____

This form should be filled out by the applicant's supervisor and returned (with the completed application) to the Career Development Office no later than **Wednesday, March 27th at 5:00 p.m.**

Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (____) _____ Supervisor: _____

Supervisor Email Address: _____

Type of Organization: Civil Legal Services Government Nonprofit

1. Please list the individuals (including yourself) who will be involved in the applicant's project and briefly describe their roles:

2. Please describe the type of work that your organization does:

3. Briefly describe what activities the applicant will be performing and discuss how the applicant's activities will further the goals of your organization:

4. Please indicate your organization's willingness to comply with the following provisions by initialing each item. Use the REMARKS section to discuss any problems or limitations you may have with these provisions.

- _____ I agree to supervise the applicant throughout the job/project's existence.
- _____ I agree to provide all necessary job/project-related supplies.
- _____ This organization does not discriminate on the basis of race, color, sex, age, creed, sexual orientation, national or ethnic origin, marital status or disability.
- _____ I agree to notify the Pacific McGeorge Career Development Office immediately if the applicant's employment status is terminated for any reason before the project is completed or if the applicant is terminated before the completion of the six to thirteen week employment period.
- _____ I agree to complete an employee evaluation at the end of the employment period and review the evaluation with the employee.

REMARKS: _____

Please confirm the following with the Applicant:

How many hours per week will the applicant work for your organization? _____

How many weeks will the applicant work for your organization? _____

Start Date: _____ End Date: _____

EMPLOYER CERTIFICATION: I certify that I have offered this PLSS Summer Grant applicant the position referenced above. The student and I have agreed upon the number of hours and weeks he/she will be scheduled to work. I also understand that if the student receives the Summer Grant he/she will not be able to accept additional funding from this employer.

_____ Signature of Supervisor _____ Date

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**Public Legal Services Society
Summer Grant Application**

Volunteer Hour Agreement and Statement of Understanding

Volunteer Hour Agreement:

I, _____, agree to complete 7 volunteer hours toward the 2013 PLSS Live & Silent Auction.

I understand that any grant award I may receive from PLSS is contingent upon my completion of the volunteer hour requirement.

I understand that it is my responsibility to submit a description of my volunteer hours to the Volunteer Coordinator, Lauren Foust, at l_foust@u.pacific.edu, on or before **April 26th, 2013**. I understand that failure to submit a description of my hours may result in forfeiture of any grant award.

Applicant Signature

Date

Statement of Understanding:

I agree to notify the PLSS Summer Grant Committee in writing of any changes in any of the information submitted in my Grant application. I understand that Summer Grants are awarded based on the information submitted. Any change in this information may result in disqualification and/or a revocation of my Summer Grant. **I understand that if I transfer to another law school, terminate my position early, or do not complete the 7 hour volunteer requirement, I will be required to pay back my PLSS Summer Grant Funding.** I further agree that should funding from any outside source become available after my acceptance of the Summer Grant, I will notify the PLSS Summer Grant Committee and the Pacific McGeorge Career Development Office in writing.

Applicant Signature

Date